

**Alaska Workforce Investment Board
Executive Committee
Tuesday, June 17, 2008 – 10:00 a.m.
Teleconference: 1-800-315-6338, code 2942
Meeting Minutes**

- **Call to Order** 10:09 a.m.

- **Roll Call:** **X** Andy Baker, AWIB Chair; **X** Neal Foster, AWIB Vice Chair and PP/AE Chair/Legislative Chair; **X** Doug Ward, WR/EP Chair; ___Todd Bergman and **X** M.J. Longley, Youth Council Co-Chairs. We have a quorum with four present.

Staff in Attendance: Greg Cashen, Executive Director/AWIB; Louise Dean, Project Coordinator/AWIB; Barbara Duval, Project Coordinator

Guests in Attendance: Fred Villa, University of Alaska Fairbanks; Kathy Craft, AWIB member; Scott Clark, AWIB member; Christi Bell, Facilitator AWIB Board Retreat; Jim Laiti, AWIB member; Sharlene Berg, AWIB member

- **Approval of Agenda**

Doug Ward made a motion to approve the agenda, MJ Longley seconded. Vote taken, MOTION passed.

- **Approval of Minutes** – May 13th Exco and May 20th & 21st AWIB.

Minutes from AWIB 5/20 & 21/2008 - Doug Ward asked that on Page 6 where it lists members absent that Linda Hulbert be changed to members present due to her calling in on the teleconference line. He also requested that on Page 7 “Workforce Readiness and Employment & Placement (WREP) be inserted in front of where Doug invites others to attend the meetings. These changes were noted and will be made.

Doug Ward made a motion to approve the May 13th Exco minutes and the May 20th & 21st AWIB full board meeting minutes. _____ seconded. Vote taken, MOTION passed.

- **Action Items**

1. Board Retreat Action Tracker – After discussion it was decided that the actions coming out of the board retreat would be referred to the committees. The committees will review them and report back at the next Exco.

- **Discussion Items**

1. Procedure for designees – Greg Cashen read the bylaws and statutes.

AWIB Bylaws

Article IX DELEGATES/DESIGNEES:

All Board members may select a designee to represent them and vote for them at Board meetings. The name of the designee must be submitted by the Board member to the chair for referral to the Office of the Governor Boards & Commissions office, and no designee will be seated until approved by the Governor.

Alaska State Statute [Sec. 23.15.550](#).

(c) A member of the board under (a) of this section may appoint a designee to serve in place of the member. The member shall appoint the designee in writing.

This procedure has been brought up because the bylaws and statute are different and there were a lot of designees at the last board meeting. AWIB staff wants to know which one the Exco wants to follow. It was asked and noted that designees can vote and are also allowed to receive travel reimbursements. The general consensus among participants was that a designee can be assigned by a board member if a member cannot make a meeting but that they shouldn't be able to designate a long term permanent replacement. A permanent designee would have to follow the AWIB bylaw procedure and go to the Governor for appointment. If you have to pick a designee for a meeting you cannot attend you need to find someone that would represent your position in a good light and have them up to speed on the issues to be able to participate. From AWIB staff perspective we just need to make sure we are following proper procedure for designees. The committee agreed that the bylaws should be revised to reflect temporary or permanent designee and it was referred to the Policy & Planning and Assessment & Evaluation Committee for further revision.

2. Article VI, VIII, IX, X Policy & Procedures

Article VI is Officers and Election of officers. There was considerable discussion about this at the board retreat and we need clarification from the Exco on the direction for nominations. There was discussion of including members from private sector into the nominations but there wasn't any resolution of this matter. Does the Exco want a legal determination, do we want to make a statute change or do we want to make a policy change? We need some direction on this and also for Sharlene Berg who is heading up the nominations committee.

The Bylaws read:

OFFICERS & ELECTION OF OFFICERS

Section 1. The Board shall elect a chair and vice chair from among the members who are designated representatives of business and industry, as appointed under AS 23.15.550.

Both the chair and the vice-chair serve at the pleasure of the Board. The chair, vice-chair and immediate past chair shall serve as members of the Executive Committee.

The Board Chair shall annually, prior to December 31st of each year, select a Nominating Committee of members who do not intend to run for elected office. The Nominating Committee shall contact board members to solicit eligible candidates for the two elected offices, Chair and Vice-Chair.

A notice of election and list of eligible nominated candidates will be sent to Board members no less than thirty days before the meeting when elections will be held. The election of officers will be held at the subsequent meeting of the Board, under New Business.

Section 2. Term of Office. The Chair and Vice-Chair will be elected annually.

The Statute reads:

Sec. 23.15.565. Officers.

The Alaska Workforce Investment Board shall elect a chair and a vice-chair from among the members listed in or appointed under AS 23.15.550(a)(5). The chair and vice-chair serve in their positions at the pleasure of the board.

Paula was going to prepare a proposed bill language to submit during the next legislature to have the statute give equal status to Business and Industry and Private Sector so they could both be considered for nominations. The question is what do we do in the meantime for this election? Does the Exco want to give direction to the nominations committee what to do on this one issue? During the retreat it was the will of the board to increase the number of potential candidates available for the positions of Chair and Vice Chair. And that is why we agreed to have Paula make that change in the statute.

Doug Ward – I would support giving direction to the AWIB Staff and the nominations committee to move ahead with Private Sector as potential candidates.

Neal – that was my sentiment also. Paula was hesitant for us to move forward because if we did she is worried about being sued. That could be a problem.

Important point to keep in mind.

Doug Ward made a MOTION to direct the nominations committee to treat Private Sector and Business and Industry as potential candidates for the election in the fall. Neal Foster seconded the motion.

Fred Villa – Does that require a change in the bylaws?

Chair Baker – Yes.

Fred Villa – The motion should be to change the bylaws.

Doug Ward – I take that as a friendly amendment.

Fred Villa – Ok.

Chair Baker – But the problem is to do that goes against the bylaws.

Greg Cashen – You could proceed with changing the bylaws and Paula could also proceed with her language to change the statute. Bylaws could be done first, earlier.

Doug Ward – Let me restate the motion. The MOTION is to change the bylaws to allow Business and Industry and Private Sector to be candidates in this election and then to pursue statutory changes in the next legislature.

Sharlene Berg – Aren't we getting the cart before the horse here? We should be making these changes, I would think that, I am in full agreement that this is the path we need to be taking however, and right now this would be going against what is laid out for us in legislature and against our own bylaws.

Doug Ward – can I propose to change the bylaws.

Greg Cashen – It doesn't require any legislative approval to change the bylaws; you can change the bylaws by a vote of the board. There are quite a few possible revisions to the bylaws so that is something the P&P/A&E or Legislative could be taking up and they could probably have it completed in a couple months I would think.

Doug Ward – In time for the election?

Greg Cashen – Yes, last time the bylaws were revised was February 9th, 2006 so they are due for a revision.

Doug Ward – The motion is to revise the bylaws, just one issue. If we get into a whole bylaws discussion (can't hear)

Neal Foster – When Paula had presented the bill it was a super super easy change she just added two words. The same thing could be done to the bylaws.

Chair Baker – She thought that should be done first (statute change?).

Neal Foster – right.

Sharlene Berg – with so much emphasis on ethics right now that putting the cart before the horse would be a bad idea.

Neal Foster – I think you have probably swayed me that point, I think it is a really good point and I don't know if it is appropriate for me to withdraw my second but I'd like to do that if I could.

Chair Baker – So noted.

Doug Ward – So Sharlene your concern is that changing the bylaws only is insufficient?

Sharlene – Yes.

Fred Villa – Can we vote on it with a caveat that the bylaws need to be reviewed by someone before being enforced? Or move to investigate and then vote on it next time.

Doug Ward – that would be fine.

Chair Baker – If we are going to do a motion we need to have a motion that says change the bylaws and statutes to do this and work hard with Paula to get that done.

Louise Dean – Clarification for staff who is working on this. The slate of candidates will only be from business and industry.

Sharlene Berg – at this point in time.

Chair Baker – do you want to do it legal, or push it through and just do it? Doug it is your motion how do we proceed.

More discussion that I couldn't hear.

Doug Ward – This is the second year we have been debating this issue. There are a number of discrepancies between our bylaws and statutes that need to be worked on.

Modify the motion. **MOTION** to pursue change in the bylaws and in the statute to allow both Business and Industry and Private Sector to be eligible candidates for election. Neal Foster seconded. Vote taken, motion passed. We will work with Paula to get a statute change and a committee to start working on bylaw changes. This will be given to the Legislative committee.

Greg Cashen reads the following:

ARTICLE VIII - ATTENDANCE

Section 1. A Board member who misses two consecutive face-to-face or teleconference board meetings shall receive a letter from the Chair encouraging more consistent attendance. A Board member who misses three consecutive face-to-face or teleconference board meetings will have their attendance reviewed by the Executive Committee for removal from the Board.

Section 2. These attendance rules do not apply to meetings of committees. However, Board members are expected to participate to the best of their abilities on committees and at the meetings of committees.

Do we want attendance rules to apply to committee meetings? There was discussion about participation and how important it is. Doug Ward made a motion that Article VIII be revised in section one to insert the word "committee" after "a board" a committee member who misses. Strike all of section two of article VIII. Neal Foster seconded. Vote taken, **MOTION** passed. This will go to Legislative committee for revision.

ARTICLE X - COMMITTEES

Section 1. The Board has established an Executive Committee and six standing committees to conduct its business.

Section 2. The Board chair will appoint the chairs of the six standing committees.

Section 3. The Executive Committee is made up of the Board chair, vice-chair, past chair and the six chairs of the standing committees. All board members may attend any Executive Committee meeting.

AWIB staff needs clarification on this article. There was discussion in the retreat about having co chairs, separate minutes and joint meetings. We need clarification from the Exco, are they on the Exco? Chair Baker indicated that he wants to appoint Co Chairs for the combined committees but

wants to wait because we have new board members. It would be difficult to split the committees because they are working on issues together. It was decided that the Chair will appoint Co Chair and they will have the ability to be on the Exco and vote.

3. Resolution process and tracking

There has been discussion on a number of occasions about what happens to resolutions after they are passed. In the future we will prepare a cover letter from the Chair to the Commissioner and the Governor. The following is going to be the procedure:

Resolution Process

The process for resolutions would involve a cover letter to the Governor and Commissioner from the Chair, including a copy of the resolution and recommended action.

After each board meeting, a press release would be issued with the resolutions passed including a link to resolutions on the AWIB website.

Motion by Doug Ward, seconded by MJ Longley. Vote taken, MOTION passed to use the resolution process.

4. October Meeting Update

The next board meeting has been scheduled for October 27th & 28th in Fairbanks. We have reserved a block of rooms at the Westmark and will be having the meeting at the University of Fairbanks, Board of Regents Conference Room. Staff will start on the agenda. If you have anything specific you would like on the agenda please forward the request and information to Greg.

5. STEP Task Force

We have four board members on the STEP task force, Linda Hulbert, Fred Villa, Doug Ward and Dave Rees. The task force will prepare a report by August with recommendations and then submit to AWIB, this will be on the agenda for October. AWIB will submit to the Governor with needed legislation changes. Greg will get back to the Exco on the timeline for the review committee.

Doug Ward asked about the overhaul of the MIS system and noted that AWIB oversight would be a good endeavor. Would like to have a board member involved so we could get frequent updates. Greg will follow up with DBP and put on the agenda for the next Exco.

- **Reports**

1. Director – Greg Cashen - n/a (5/31 report attached)
2. Chair – Andy Baker – n/a
3. Committees – Neal Foster, Todd Bergman, MJ Longley, and Doug Ward

MJ Longley requested that the Exco be proactive and look at the AWIB budget to try to increase it. How would we achieve that, through the legislative committee? Chair Baker asked that Guy Bell be invited to the next Exco to address the budget.

MJ will get with Todd for an update of the Youth Council committee work and will get back to us at the next Exco.

Doug Ward noted that the Workforce Readiness committee met two weeks ago. We need to adopt the workforce blueprint (training Plan Template) and requested that it be put on the agenda for the July Exco.

- **Other Items:** Questions from AWIB Members
- **Adjournment:** Adjourn 11:23. Next Ex Co meeting scheduled for July 8th